



CITY OF REDMOND
APPLICATION REQUIREMENTS FOR:
SHORELINE VARIANCE

An appointment must be scheduled to submit your application to the Development Services Center. Please call 425-556-2494 to schedule your appointment. Applications delivered by courier or by mail will not be accepted. Failure to include all items will result in the application being deemed incomplete and will not be reviewed until complete.

Did this project have a Pre-Application meeting with the Technical Committee? Y N If Yes, what was the most recent pre-app date? _____ What was the file # of the pre-app? _____

Did this project have a Pre-Application meeting with the Design Review Board? Y N If Yes, what was the most recent pre-app date? _____ What was the file # of the pre-app? _____

Please note that the submittal requirements below may change periodically. These submittal requirements are dated **June 2006**.

I. APPLICABILITY

Applications for Shoreline Variances must include the following information:

II. PROFESSIONAL PREPARATION

All Shoreline Permit Applications shall be prepared by the appropriate professional(s) licensed in the State of Washington. A license stamp or registration number, whichever is applicable, shall be provided on the face of the application materials.

III. GENERAL

The applicant shall check each item below to confirm these items are included in the application submittal package:

- ____ A. Completed General Application Form and Project Contact Form
- ____ B. Application Fees (please provide receipts from Technical Committee and Design Review Board pre-application meetings in order to determine the Pre-Application meeting credit).
- ____ C. 8 1/2" x 11" Vicinity map (suitable for public notice purposes) showing the following:
 - Labeled streets and north arrow
 - Site location using natural points of reference
 - Relationship of the property and proposed development or use to roads, utilities, existing developments and uses on adjacent properties.
- ____ D. One (1) 8 1/2" x 11" reduced site plan suitable for public notice purposes.
- ____ E. Legal description of subject property.

- ____ F. A SEPA Application form, together with nine (9) copies of a City of Redmond SEPA Checklist. Complete responses must be provided to all questions. If the Shoreline Permit application is being filed in conjunction with another approval application requiring a SEPA checklist and the requirement for obtaining a Shoreline Permit is referenced within the checklist, only the SEPA application form shall be required.
- ____ G. Completed SEPA/CAO Fee Worksheet
- ____ H. Explanation of any modifications to existing codes or standards, if proposed.
- ____ I. Completed JARPA form (available at the Development Services Center or on-line)
- ____ J. A general description of the proposed project that includes the proposed use or uses and the activities necessary to accomplish the project.
- ____ K. A general description of the property as it now exists including physical characteristics, improvements and structures.
- ____ L. A general description of the vicinity of the proposed project including identification of the adjacent uses, structures and improvements, intensity of development and physical characteristics (this may be included on the vicinity map).
- ____ M. Where applicable, a depiction of the impacts to views from existing residential uses and public areas.
- ____ N. Clearly indicate where development could occur without approval of a variance, the physical features and circumstances on the property that provide a basis for the request, and the location of adjacent structures and uses.

IV. SITE PLAN

For multi-sheet applications, the engineering site plan, architectural site plan and landscape plan shall all use the same base maps unless prior arrangements have been made. Additionally, a sheet index must be provided on the face of all plan sets.

Fifteen (15) sets of site plans (labeled "Site Plan") are required. Plans must be drawn to a scale of 1" = 20', shall not exceed 22"x 34" sheet size, and must include all information indicated below. Please check each item below and write the applicable page # identifying where each item is located on the plans.

- ____ A. Section, Township and Range to the nearest quarter. All applications for projects located in open water areas away from land shall provide a longitude and latitude location. Page # ____
- ____ B. Property boundary lines, existing lots, tracts, utility or access easements, and streets. (If easements or covenants are proposed, a draft must be included.). Page # ____
- ____ C. Shoreline designation according to master program. Page # ____
- ____ D. Location and identification of water bodies, wetlands, and flood-prone areas. Page # ____
- ____ E. If the property is located in a floodplain, you must show the Base Flood Elevation.

- ___F. The ordinary high water mark of all water bodies located adjacent to or within the boundary of the project. Where the ordinary high water mark is neither adjacent to or within the boundary of the project, the plan shall indicate the distance and direction to the nearest ordinary high water mark of a shoreline. Page #___
- ___G. A delineation of all wetland areas that will be altered or used as a part of the development. Page #___
- ___H. A general indication of the character of the vegetation found on the site. Page #___
- ___I. Locations, dimensions and ground elevations of existing and proposed structures and improvements including but not limited to buildings, paved or graveled areas, roads, septic tanks and drainfields, material stockpiles or surcharge, parking areas, existing or proposed public and common use areas, fences and other development features. Page #___
- ___J. Existing and proposed topography at 2-foot contours based upon an actual field survey. Page #___
- ___K. Location of existing and proposed utilities and utility easements. Page #___
- ___L. Existing and proposed stormwater runoff system and peak flow rates. Page #___
- ___M. Volume, source and composition of any fill material that is placed on the site whether temporary or permanent. Page #___
- ___N. Volume, composition and volume of excavated or dredged materials and proposed disposal area. Page #___
- ___O. Typical cross-section or sections showing the following: Page #___
- Existing ground elevations.
 - Proposed ground elevation
 - Height of existing and proposed structures
 - Ordinary High Water Mark
 - Areas of shorelines which are of statewide significance
- ___P. Landscaping plan showing existing and proposed vegetation including quantity, size and species of proposed vegetation. Page #___
- ___Q. Front, rear and side building elevations. Page #___
- ___R. Where applicable, plans for development of areas on or off the site as mitigation for impacts associated with the proposed project. Page #___

V. SHORELINE VARIANCE CRITERIA

Applicants must provide a written analysis demonstrating that the below criteria have been met. Variances from the use regulations of the master program are prohibited.

- A. Variance permits for development and/or uses that will be located landward of the ordinary high water mark (OHWM), as defined in RCW 90.58.030 (2)(b), and/or landward of any wetland as defined in RCW 90.58.030 (2)(h), may be authorized provided the applicant can demonstrate all of the following:
 - (i) That the strict application of the bulk, dimensional or performance standards set forth in the applicable master program precludes, or significantly interferes with, reasonable use of the property;
 - (ii) That the hardship described in (a) of this subsection is specifically related to the property, and is the result of unique conditions such as irregular lot shape, size, or natural features and the application of the master program, and not, for example, from deed restrictions or the applicant's own actions;
 - (iii) That the design of the project is compatible with other authorized uses within the area and with uses planned for the area under the comprehensive plan and shoreline master program and will not cause adverse impacts to the shoreline environment;
 - (iv) That the variance will not constitute a grant of special privilege not enjoyed by the other properties in the area;
 - (v) That the variance requested is the minimum necessary to afford relief; and
 - (vi) That the public interest will suffer no substantial detrimental effect.
- B. Variance permits for development and/or uses that will be located waterward of the ordinary high water mark (OHWM), as defined in RCW 90.58.030 (2)(b), or within any wetland as defined in RCW 90.58.030 (2)(h), may be authorized provided the applicant can demonstrate all of the following:
 - (i) That the strict application of the bulk, dimensional or performance standards set forth in the applicable master program precludes all reasonable use of the property;
 - (ii) That the proposal is consistent with the criteria (A)(ii) through (vi) above, and;
 - (iii) That the public rights of navigation and use of the shorelines will not be adversely affected.
 - (iv) In the granting of all variance permits, consideration shall be given to the cumulative impact of additional requests for like actions in the area. For example if variances were granted to other developments and/or uses in the area where similar circumstances exist the total of the variances shall also remain consistent with the policies of RCW 90.58.020 and shall not cause substantial adverse effects to the shoreline environment.